

Obtaining a Construction Permit



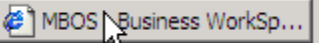
Purpose Beginning January 3, 2011, the Michigan Department of Transportation is implementing a new online Construction Permit System. This document provides the information you'll need to access the system.

For Individuals These instructions are intended for individuals who need to construct something (e.g., a driveway) or perform work within the state of Michigan right-of-way.

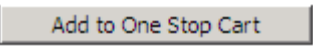
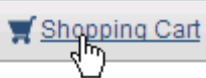

1. Access One Stop

Step	Action
a	Go to www.michigan.gov/business . Click Go in the Start and Register box. <div> START & REGISTER <ul style="list-style-type: none"> ▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities. ▶ Get started now! Register for Business One Stop. GO </div>
b	On the registration screen, enter the required information and Submit . <div> Submit </div>
c	One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to www.michigan.gov/business and enter your login ID and the password you received. Click Go . <div> REGISTERED USERS <p>LOG IN NOW TO...</p> <ul style="list-style-type: none"> ▶ Apply for new licenses and permits. ▶ Renew licenses and permits. ▶ Pay online Login ID: <input type="text" value="dawsonl4444"/> Password: <input type="password" value="....."/> Forgot Password? GO </div>
d	Fill in the required information to change your temporary password to a password of your choosing, then click Change Password . <div> Input old password <input type="password" value="....."/> Input new password <input type="password" value="....."/> Confirm new password <input type="password" value="....."/> <input type="text"/> Change Password </div>
e	Complete the security questions, and click Submit . <div> Submit </div>
f	One Stop will display a welcome message. Click Continue . <div> Continue </div>
g	Review the One Stop Terms and Conditions, then click Accept at the bottom of the page. <div> Accept </div>

2. Access the Construction Permit System

Step	Action				
a	<p>On the One Stop home page in the box that says For Individuals and Service Providers click Go.</p> <div> <p>For Individuals and Service Providers:</p> <ul style="list-style-type: none"> ■ Register for business taxes ■ Unemployment tax and benefit reporting ■ Submit annual reports ■ Permits and licenses for individuals <p>GO</p> </div>				
b	<p>One Stop will display a page titled Individuals and Service Providers. Find the section labeled Individual/Professional Licenses and One Time Permits. Click Go.</p> <div> <p>Individual / Professional Licenses and One Time Permits :</p> <p>Access application forms for a variety of individual / Professional licenses and one time permits, from cosmetology to medical to oversize / overweight movement permits.</p> <p>GO</p> </div>				
c	<p>One Stop will display a page titled Professional Licenses and One Time Permits. In this window, search for Right-of-way.</p> <div> <p>Search: <input type="text" value="Right-of-way"/></p> </div>				
d	<p>One Stop will locate the Right-of-Way construction permits task. Click the link next to the permit name that says Go To...</p> <div> <p>Click the link below to start the process:</p> <table border="1"> <thead> <tr> <th>Description</th> <th></th> </tr> </thead> <tbody> <tr> <td>Right-of-Way Construction Permits (Highway Right-of-Way Use)</td> <td>Go To...</td> </tr> </tbody> </table> </div>	Description		Right-of-Way Construction Permits (Highway Right-of-Way Use)	Go To...
Description					
Right-of-Way Construction Permits (Highway Right-of-Way Use)	Go To...				
e	<p>When you click the link, CPS will open. The main window is shown below.</p> 				
f	<p>Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either CPS Help or Contact CPS at the top of the window if you need assistance.</p> <div> <p>Contact CPS CPS Help</p> </div>				
 <p>TIP</p>	<p>When CPS opens, it opens in a new window. One Stop will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window.</p> <div>  </div>				

3. Pay for Your Permit

Step	Action
a	<p>Once you have finished using CPS to apply for your permit, click Add to One Stop Shopping Cart. CPS will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close CPS and pay for the permit in One Stop.</p> <p>Click here to close CPS application and make payment.</p> 
b	<p>CPS will close. In One Stop, click the Shopping Cart link. Follow the prompts on the One Stop screens to pay your permit fees.</p> 
	<p>Your permit application will not be submitted until you pay for it in One Stop.</p>